

FREQUENTLY ASKED QUESTIONS FOR RADIATION

1. I just paid a bill, why am I getting another one?

- If the unit is new the first invoice was the application fee. There is a one-time application fee with the installation of each new x-ray machine. The second invoice is an annual fee. An annual fee is assessed at the beginning of the fiscal year which starts July 1st each year and ends June 30th the following year.

2. I have sold my equipment/practice what do I need to do?

- Complete the [DRC 6](#) form with new physical location of the X-Ray unit along with a cover letter explaining the situation. Include whether the previously registered x-ray units were merely moved to the new location or if they were sold to another doctor. If sold, please supply name and address of the new owner. This form can be found on our website.

3. Doctor is deceased, what do I do with the equipment? Do I still owe the invoice?

- Yes, the annual fee for X-ray equipment is still owed as long as the unit(s) remains operable and has not been sold. (See requirements for disposal below)

4. My equipment is no longer in use or is in storage. Do I still owe the invoice?

- Yes, if the unit is operable and has been placed in storage, but the tube head has not been removed, the machine is still registered; the applicant must pay the annual fee.
- Chapter II of LAC 33: XV requires the registration of radiation machines. Registration for serviceable X-ray equipment in storage must also be maintained, even though not in use. For clarification, if a machine is "in storage" it must be registered and charged a registration fee. However, an "inoperable" machine need not be registered or assessed a fee.

5. What deems equipment inoperable?

- A machine is inoperable if its X-ray tube (insert) has been removed in such a manner that it would require an X-ray company/service person to make it operable. With the X-ray tube in place, the unit is considered to be operable. For a list of X-ray service companies, please see the [Radiation Forms, Guides, and Information](#) page on our website.
- The above guidelines were set, based on policies originated by the federal government; therefore, as long as you possess the X-ray unit, and it is operable, an annual maintenance fee will be assessed each year. If we receive certification from you that the machines is rendered inoperable as stated above, then the registration certificate may be voided for that machine, and the fee waived. ****The disposition form which is located in the DRC 6 form needs to be completed for the referenced X-ray unit, and received by DEQ by the invoice due date, in order to avoid paying the annual fee.****
- Please indicate to the Radiation Licensing Section the disposition of your X-ray equipment, and indicate the Model Number and Serial Number of the unit in question.

6. Requirements for disposal of X-ray equipment

- A written explanation as to whether the tube head has been removed by a licensed X-ray supplier and if the assembler disposed of the unit. For a list of X-ray service companies, please see the [Radiation Forms, Guides, and Information](#) page on our website.
- If possession of the X-ray equipment has changed, please supply us with the name and address of the person or company to whom possession was transferred.

7. The mailing address is incorrect.

- Please indicate the correct address on the back of the remittance coupon on the bottom of your invoice and submit it with your payment. Or you may contact us directly as indicated below.
- **Please Note:** If you are paying your invoice electronically, or if your billing address changes during the year, please inform the Financial Services Division at the contact listed below.

8. For questions regarding your registration or License please contact:

Radiation Registration	Melanie Bauder	225-219-3647	Melanie.Bauder@LA.GOV
Radiation License	Karen Ratcliff	225-219-3670	Karen.Ratcliff@LA.GOV

9. For any other questions please contact your DEQ Financial Services representative

Attn: Chris Auzenne	Phone: (225) 219-5337
LDEQ - Financial Services Division	Fax: (225) 219-3868
PO Box 4303	Email: Chris.Auzenne@LA.GOV
Baton Rouge, LA 70821-4303	Website: http://www.deq.louisiana.gov/invoice